



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	November 5, 2015	<b>Closing Date:</b>	November 19, 2015
<b>Job Title:</b>	Judiciary Clerk II – Civil	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	089008	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 4, Calvert County Prince Frederick, Maryland	<b>Grade/Salary:</b>	J6 33,471 - \$36,447
		<b>Financial Disclosure:</b>	No

**Essential Functions:** Work involves specialized clerical work and/or cashiering functions involving civil court proceedings; Greets and assists the public, police, attorneys and court personnel; Responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures; Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures; Enters new cases and updates existing case information into the District Court's data systems; Receives, opens, sorts and distributes mail to the appropriate section of the court; Performs other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** One year of related experience.

**Skills/Abilities:** Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**